

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

Tuition Refund Program

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Purpose

To provide a policy for use by department heads regarding reimbursement to County officers and employees for tuition costs of job-related courses at accredited educational institutions.

Background

The Tuition Refund Program as authorized by Section 77 of the Administrative Code was established by the Board of Supervisors by resolution on July 2, 1957 (Item No. 35), and amended by resolutions adopted March 13, 1962 (Item No. 34), May 14, 1963 (Item No. 42), December 5, 1967 (Item No. 35), and August 11, 1970 (Item No. 51). The Board of Supervisors adopted by resolution, a fifth amendment to the Tuition Refund Program Resolution and codifies said resolution through this policy.

Policy

It is the policy of the Board of Supervisors that:

1. Tuition actually paid for professional and technical courses taken in accredited educational institutions is refunded to the officer or employee provided that the following conditions are met:

- a. The subject matter of the course or the required coursework for a degree program should:
 - Relate to a function of a County department; and
 - Directly contribute to the performance of the officer or employee of their County position or a County position to which he/she may become eligible for promotion.
- b. The department head has approved the application for tuition refund.
- c. The County of San Diego Request for Training / Tuition Reimbursement application has been submitted to and approved by the department head **prior to** enrollment in the course by the officer or employee. Where such prior approval cannot practicably be obtained, approval may be granted subsequent to enrollment.
- d. All tuition refund requests submitted for approval must list all outside educational assistance funding sources. A copy of the notice of award from the funding agent must be submitted with the request.

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e. Before requesting reimbursement, the officer or employee shall furnish evidence satisfactory to the department head of completion of the course with a grade C or better or, if no grade is given, of satisfactory completion of the course.

2. The allowable maximum refund per year is set by the cost of six (6) credit hours at San Diego State University. Each year the Department of Human Resources computes and publishes this amount and updates the DHR Policy 801, which states the specific amount reimbursable per fiscal year.

3. To receive reimbursement, the officer or employee shall: (1) complete the County of San Diego Request for Training / Tuition Reimbursement and obtain department approval for reimbursement; (2) file County of San Diego Request for Training / Tuition Reimbursement; (3) file a claim for reimbursement using the Auditor and Controller's Form ORCAPO22 (NT) or ORCAAPO09 (GC) through the department; and (4) furnish, upon completion of the course, receipts showing payment of tuition and the grade received or, if no grade is given, a certificate of completion.

Sunset Date

This policy will be reviewed for continuance by 12-31-18.

Board Action

1-23-79 (20)
3-6-79 (21)
10-6-82 (58)
11-6-84 (13)
7-26-88 (43)
12-12-89 (49)
6-5-90 (43)
10-23-90 (45)
12-18-90 (50)
5-15-96 (11)
6-15-04 (25)
12-9-08 (33)
11-08-11 (24)

CAO Reference

1. Department of Human Resources